April 2013

RESIDENT PARKING PERMIT

Your guide to applying for a permit

You will need this form if you:

- are applying for a permit;
- are replacing a permit that has been lost, stolen or destroyed;
- have changed your vehicle (even if this is only temporary);
- have changed your vehicle's registration plate;
- have changed your address; or
- have changed your name.

THE ROYAL BOROUGH OF
KENSINGTON
AND CHELSEA

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1 How to make your application

This guide contains essential information and instructions that all applicants should read and understand.

Applicants should complete and sign the application form and provide the necessary documents.

Permit holders will be sent a renewal letter about four weeks before the current permit runs out. Some eligible residents will be offered the opportunity to renew their permit online, however this option is not available to everyone at this time.

You can apply for a permit by post, in person or via the night safe as described in sections 2 to 5.

We will return your form to you if you have not filled it in properly or enclosed the relevant original documents to support it. This will delay us in issuing your permit.

Please call the Resident Parking Permit line for advice, clarification or if you are experiencing difficulty in obtaining any of the required documents for your permit application.

You are responsible for applying for a new permit before your current permit runs out.

2 Applications by post

You can post your form to the address provided in section 3. Remember to enclose the completed and signed form with all the relevant original documents, together with your payment (see section 5).

Allow at least ten working days to apply for a permit by post. You can renew your permit any time in the four weeks before it expires.

If the recorded delivery option is not selected, we will return your permit and documents to you by normal post. We only post permits to your home address in the Royal Borough of Kensington and Chelsea.

3 Applications in person

You or your representative can bring your completed and signed application form and documents to the Customer Service Centre to obtain your permit.

The busiest times are at the beginning and end of the month, on Mondays and during the lunch-time period.

The Customer Service Centre is located at:

Customer Service Centre
Residents Parking
The Town Hall
Hornton Street
London W8 7NX

Opening hours:

Monday to Friday 8.30am to 5pm

Contact us by:

- telephone: 020 7361 4381 from Monday to Friday 8.30am to 5.30pm (calls may be recorded for quality purposes)
- fax number: 020 7368 0276
- email: residentparking@rbkc.gov.uk
- web: www.rbkc.gov.uk/parking

4 Applications by night safe

You can leave your completed and signed application form and original supporting documents in the night safe (an “Out of hours” letterbox) 24 hours a day. It is situated to the left of the north entrance to the Town Hall in Holland Street. See section 5 for payment details.

Please allow at least ten working days to apply for a permit through the night safe.

5 How to pay

Cheques and postal orders should be made payable to ‘R.B. of Kensington and Chelsea’, please write your name and address on the back of the cheque. Payment by **post** or by **night safe** should be made by a completed cheque or postal order. **Do not send cash or credit cards in the post.**

You can pay in person at the Customer Service Centre using cash, cheque, postal order, credit or debit card (not American Express or Diners Card).

Permit fraud contact number 020 7361 4231

6 Resident Permit Charges

Vehicle Permits

A. Vehicles registered before March 2001 (engine capacity)

If your vehicle was manufactured before March 2001 the charge is calculated by the engine size shown on your Vehicle Registration Certificate (under section 4, P.1 for the cylinder capacity)

Permit period	Weekend Only	1 month	3 months	6 months	12 months
Engine size not over 1549cc	£41	£28	£43	£69	£113
Engine size over 1549cc	£54	£36	£56	£91	£150

B. Vehicles registered from March 2001 (emission ratings)

If your vehicle was manufactured from March 2001 the charge is calculated by the CO_2 emissions figure shown on your Vehicle Registration Certificate (under section 4, V7 for CO_2 emissions ratings)

Permit period	Weekend Only	1 month	3 months	6 months	12 months
Band 1 – up to 100 g/km	£26	£17	£27	£45	£72
Band 2 – 101–120 g/km	£34	£24	£35	£58	£96
Band 3 – 121–150 g/km	£41	£28	£43	£69	£113
Band 4 – 151–165 g/km	£46	£30	£48	£75	£126
Band 5 – 166–185 g/km	£50	£34	£52	£85	£139
Band 6 – 186–225 g/km and vehicles over 225 g/km registered from 01/03/2001 up to 22/03/06 (inclusive)	£54	£36	£56	£91	£150
Band 7 – over 225 g/km and registered from 23/03/06	£72	£48	£74	£120	£200
Fully electric vehicles are classed as Band 1					
C. Emission band unknown	n/a	£31	n/a	n/a	n/a

D. Supplementary charges

Permit period	Weekend Only	1 month	3 months	6 months	12 months
Diesel vehicles (**non** Euro 5 vehicles)+	£8	£3	£6	£9	£17
Second or subsequent permit within a household (price per permit)	£26	£8	£17	£32	£63
+ The surcharge applies to diesel vehicles that do not comply with the Euro 5 emissions standards					

E. Motorcycle Permits

Permit period	3 months	6 months	12 months		
Motorcycle Permit (to park in motorcycle permit bays only)	Free	Free	Free		
Combined Motorcycle Permit (to park in motorcycle and resident permit bays)	£35	£58	£96		
Combined Motorcycle Permit (reduced for holders of an ARTC*	£32	£50	£81		

*Discount provided for holders of an Advanced Rider Training Certificate (ARTC). Proof in the form of a certificate from the following list will be required:

1. British Motorcycle Federation
   - Blue Ribband
2. Royal Society for the Prevention of Accidents
   - Scooter/Moped Training
   - Advanced Motorcycle test
3. UK Advanced Motorcycle Training
   - OxOCN Course
4. Institute of Advanced Motorists
   - Any
5. Bikesafe London
   - Scooter Safe
   - Standard

6 Resident permit charges

F. Proof of Engine Capacity or Vehicle Emissions

This information can be found in the V5C Vehicle Registration Certificate (log book).

If your vehicle was registered before 1 March 2001 the price of your permit will be based on the engine capacity.

You will need to provide your original V5C Vehicle Registration Certificate as proof of the engine capacity. This information can be found on the V5C under Section 4, reference P.1

If the vehicle is a lease or hire car and you are unable to provide a copy of the V5C certificate, you will need a letter from the lease/hire company confirming the engine capacity.

If your vehicle is classed as a van or as a private light goods, the V5C certificate may not show a CO_2 emissions figure, in which case you will be charged according to the engine capacity. This information can be found on the V5C certificate under Section 4, reference V.7

If your car was registered on or after 1 March 2001 the price of your permit will be based on the CO_2 emissions of your vehicle.

You will need to provide your original V5C vehicle registration certificate as proof of your vehicle emissions. This information can be found on the V5C certificate under Section 4,reference V.7.

If the vehicle is a company or hire car and you are unable to provide a copy of the V5C certificate, you will need a letter from the lease/ hire company confirming the vehicle emissions.

If you cannot provide proof of CO_2 vehicle emissions or engine capacity, we can issue you with a one month permit to give you time to obtain the relevant documentation. The charge for a one month permit is £31. This charge can be off-set against the cost of an annual permit when you provide the necessary proof.

If your vehicle is fully electric, the V5C Vehicle Registration Certificate will not show a CO_2 emissions figure. These vehicles will be charged as Band 1. Charges for Hybrid vehicles are based on vehicle emissions.

G. Supplementary Charges

Diesel

There is an extra charge for diesel fuelled vehicles that do not meet the Euro 5 emission standard. (see section 6D).

Permit applications for diesel vehicles meeting the new Euro 5 emission standard are exempt from the supplementary surcharge.

Second or subsequent permit holder in a household

There is an extra charge for your permit if another person holds a valid Resident Parking Permit in your household. Householders must decide who will be the primary permit holder, and who will pay the second or subsequent charge (view the charges in section 6D).

7 Who qualifies for a permit?

You can only get a permit if your **main home** is in the Royal Borough of Kensington and Chelsea, and **meets this definition**:

- You have no other residence where you live and sleep more regularly;
- The specified residence does not consist of a bed or makeshift bedroom in the back of an office or shop;
- The specified vehicle is registered to the specified address, and in your name or company;
- you have surrendered and no longer hold any other valid parking permit granted in respect of residence in any other local authority.

but must also meet all of the following conditions:

a) the relevant council tax is paid at your address in the Royal Borough of Kensington and Chelsea, and

b) the address is your sole or main home, and

c) you reside at the address for more than 4 days and nights a week for 13 weeks in row, and

d) you hold a valid Driving Licence, and

e) you do not already hold a resident parking permit for another car or for another motorcycle in the Royal Borough of Kensington and Chelsea or in any other local authority, and

f) your address is in the resident parking permit scheme; and is not part of a permit free development except if you apply for a motorcycle only permit

A resident is entitled to one parking permit for a car and one permit for a motorcycle.

8 Who does not qualify for a permit?

You will not qualify for a resident parking permit if:

- if you own or occupy property in a permit free development (except if you apply for a motorcycle only permit)

- you own a property in the borough but live elsewhere; or own a second (but not main)home in the borough;
- you work in the borough but live elsewhere;
- the vehicle is designed for more than 12 passengers (not including the driver), or is longer than 548.6 centimetres (18 feet) or higher than 228 centimetres (7 feet 6 inches)
- you have three or more unpaid and uncontested PCNs (parking tickets) issued by us or on our behalf when you apply for a resident parking permit, unless all such PCNs are paid in full.
- you borrow or share a vehicle; or
- you hold a provisional driving licence but are applying for a permit for a company vehicle.
- you are domestic staff (for example a nanny), but live outside the borough;
- you want to supervise builders in a property you plan to move into;
- you are a member of staff, or a guest, in a hotel;
- You own or occupy a residential property in 'The Billings',
- the vehicle is not registered with the Driver and Vehicle Licensing Agency (DVLA);
- you are a tourist

Documents needed to apply for a resident parking permit

9 Proof of where I live

You are required to provide two proofs of residency to obtain your resident parking permit. Select these from the following options:

a) Council Tax Bill

If your name appears on the council tax bill for your address in the Royal Borough you can use this as one proof of residency, as long as the billing address is also your home address in the Royal Borough.

b) Other documents

They must clearly show your name and address. We do not accept photocopied, faxed or scanned documents. **We do not accept gas, electricity, phone, cable or water bills.** The documents we accept are:

i) Valid Driving Licence showing your name and address

ii Current Council or Housing Trust rent book or statement

iii) Valid Home Contents Insurance policy

iv) Current Benefits or Pension statement (relating to the current year)

v) Firearms Certificate

vi) Tenancy agreement (not handwritten, and valid for the duration of the permit you require)

vii) Current Bank or Building Society statement (dated within the last 3 months. We do not accept credit card or online statements)

viii) Accredited Diplomats can provide a letter from their Embassy as one of the proofs of residency.

Have you just moved to a new property in the borough within the last 3 months?

We will issue a 3 month permit if:

- you have registered for council tax and can only provide a solicitor's letter of completion (dated within the last 3 months) as the other proof of residency or
- you can only provide a tenancy agreement (valid for at least 3 months) as proof of residency.

Living-in staff (e.g. nannies, chauffeurs)

You will need to provide a current contract of employment which shows that you have to live in the Royal Borough as part of your job. When you renew the permit, you will also need to provide an additional item to prove where you live (see Section 9). **We will only issue a maximum of a three month permit.**

10.1 Proof of Vehicle keepership

You are required to provide proof you are the keeper of the vehicle from the documents listed in part (a), or (b), or (c), or (d) or (e) below. You must show original documents, not photocopies, scans or faxes.

(a) provide the original V5C Vehicle Registration Certificate showing your name and address in the borough,

(b) if the name or address on the V5C certificate needs to be amended, we can send the document to the DVLA for you. A three month permit will be offered.

(c) if you are hiring the vehicle please provide your contract hire agreement showing your name and the name of the lease-hire company,

(d) if you have just bought the vehicle, we will issue a three month permit if you provide the following documents:

(i) the Sales Invoice or New Keepers Supplement, **and**

(ii) the Insurance cover note, or

(e) for a company vehicle (including a vehicle owned by a partnership or sole trader)

You will need to provide a letter on the company's official letter headed stationery naming you as a fulltime employee, or partner, or director or sole trader who has exclusive use of the vehicle. The letter should be signed by the company secretary or someone with similar authority; it should not be signed by you. In addition you must provide one of the following:

(i) the Vehicle Registration Certificate, or

(ii) the lease/hire agreement or schedule, or

(iii) if the company have just purchased the vehicle please provide the Sales Invoice and the Insurance cover note. We do not issue a permit for more than three months until you can provide the original Vehicle Registration Certificate showing the company name and address.

About foreign registered vehicles

UK law requires a resident's vehicle to be kept off road until it has been properly registered and taxed with the UK authorities at DVLA, Swansea. Anyone who claims to be exempt from these DVLA regulations will not be eligible for a Resident Parking Permit.

However, if you have arrived within the last few weeks to reside in the UK and you own an EU registered vehicle in your name, you would be entitled to a permit for up to 6 months, but during that time the vehicle must be registered with DVLA.

Please allow approximately two to three weeks to register a foreign registered vehicle with the UK authorities. Visit this website for further information: www.gov.uk/importing-vehicles-into-the-uk

10.2 Driving Licence

You must provide a valid driving licence showing your full name **in addition** to any other required document. We accept the photo card or the paper counterpart.

If you hold a provisional driving licence we may ask for further evidence that you are insured to drive the vehicle and are learning to drive (proof of driving lessons, theory test, or practical test within the last 12 months) before we issue you with a permit. We will not issue any permit for a company vehicle if you hold a provisional driving licence.

If you hold a Driving Licence that was not issued in the UK, it must show your full name and must be valid in the UK. Please note that a foreign Driving Licence issued outside the EU is not valid after one year of your residency in the UK. For more information visit: **www.gov.uk/exchange-a-foreign-driving-licence**

For further details please call the **Driving and Vehicle Licensing Authority (DVLA)** on 0300 790 6801, or for more information visit **www.gov.uk**

About your existing permit

11 Changing your address or name

If you change your address within the Royal Borough while your permit is still valid, you can continue to use the same permit but you need to let us know the new address so we can update our records. You must sign and complete a new application form and produce one item from section 9 to prove where you live.

If you change your name you must sign and date a new application form and show proof that you have changed your name, for example a marriage certificate, deed poll or decree nisi divorce certificate.

12 Permanent change of vehicle or number plate

Do not alter your permit if you have changed your vehicle or number plate. You must return your current permit and provide your driving licence, proof that you own or use the new vehicle (see section 10) and produce one proof of your address (see section 9).

13 Temporary change of Vehicle

We do not give permits to borrowed vehicles except when your vehicle is off the road because of an accident or major repair, or if it has been stolen.

In these cases we can give you a permit (valid for up to one month only) for a temporary replacement vehicle that may not be registered in your name.

You must produce your original permit unless it has been stolen. Provide a letter from the garage or insurance company to confirm the dates that you will be using the temporary vehicle and unless stolen, to also confirm the damage or major repair required.

If you have borrowed the vehicle, you will also need to provide the vehicle registration certificate for the replacement vehicle, and a letter from the owner saying that you will be the only person using that vehicle.

You must also produce your driving licence and one proof of address from the documents listed in section 9.

You must display both the temporary permit and your normal permit in the temporary vehicle.

14 Lost, stolen or destroyed permits

Lost or destroyed permits

If your permit has been lost, destroyed or damaged and you need a replacement for the same vehicle, there will be a £25 administration fee. The replacement permit will be valid for the life of the permit that was lost or destroyed. If you need a replacement permit for a different vehicle, you will have to pay the fee as well as the cost of a new permit, even if time was left on the old one.

We reserve the right not to reissue a permit.

Stolen permits

If your permit has been stolen, you must provide a crime reference number. We will charge a £11 administration fee for giving you a replacement.

If you do not have a crime reference number, we will treat this as a lost permit.

Please note that administration fees are non refundable. Motorcycle only permits are issued for free.

15 Returning a permit for a refund

If you no longer need your permit, or you are no longer eligible for a permit, you must return it to us at the address in section 3. We will send you a refund within 28 days. If you do not return the permit, you will be breaking the rules of the Resident Parking Scheme and committing an offence.

We will refund any unused time if you return your permit without being asked. We calculate this refund out from the day we receive the permit in our office.

An administration charge of £11 will be deducted to process a refund. There is no refund if the amount due is less than £11.

16 Misuse and abuse of the Residents' Parking scheme

The council treats abuse of the Residents' Parking Scheme seriously. Abusing the scheme includes:

- allowing non-residents to use your address to get a permit;
- selling a vehicle or returning a hire vehicle still displaying a permit;
- holding a permit for more than one borough;
- deliberately understating a vehicle's height or length;
- failure to pay the correct renewal charge;
- providing false information to get a permit;
- producing or displaying fake permits;
- or failing to return a permit when you are no longer eligible.

17 Customer Search notification

We will do a search to verify your identity, this involves checking the details you supply against the data held by a credit reference agency. A record of this search and any false or misleading information provided will be recorded and may be shared to help other companies to verify your identity. This identity search will not affect your credit rating.

18 Reporting fraudulent permit holders

If you think that someone is using a resident parking permit they are not entitled to, please call the **Fraud contact number 020 7361 4231**.

This number is unmanned, please leave a message with details of your allegation and we will act upon it. You may leave an anonymous message if you wish to do so. Alternatively, you can email parkinginvestigation@rbkc.gov.uk and leave details of the allegation. Please state whether you wish to receive a response to your email.

We will keep your details confidential.

19 Further information

Visit the Parking website at www.rbkc.gov.uk/parking for further information.

You will find extra content that explains **how, when and where to park** with your resident parking permit. It contains information about **parking suspensions** and **yellow line restrictions** on bank holidays and public holidays and will help you to avoid receiving a penalty charge notice. This information can also be found in the Resident Parking Permit Scheme booklet available from the Customer Service Centre at the Town Hall.

You are responsible for parking the vehicle in accordance with the conditions set out for permit holders.

It is important that you read and understand the instructions and the Terms and Conditions that apply to your permit application. Please continue overleaf to the Declaration.

Please read each point below carefully and retain these notes for your future reference. You will sign to say you have read and understood these Terms and Conditions fully at the end of the application form.

Warning: It is an offence to give untrue or misleading information or to withhold information. If you do so we may prosecute you and you may face an unlimited fine or a term of up to 10 years imprisonment or both.

- I confirm that the address shown in section B on the form is **my main home**, as defined in section 7 of these notes.
- I confirm that I am the main user and the keeper of the vehicle specified in section C of this form, and I will not allow non-residents to use my permit to park in the Borough.
- I confirm that the vehicle with the registration given in section C of the form is not designed for more than 12 passengers (not including the driver), or not longer than 548.6 centimetres (18 feet) long or not higher than 228 centimetres (7 feet 6 inches) high.
- **I will return my permit immediately** to the Council if I stop living in the Borough, or stop keeping and using the vehicle, or have a permit for a company vehicle and am no longer employed by the company, or cease to be eligible for a residents' parking permit or if my permit is withdrawn. If I continue to use the permit under these circumstances, I risk receiving a penalty charge notice and having my vehicle clamped and/or removed. I accept that the permit remains the property of the Royal Borough of Kensington and Chelsea. If I do not return it I will be committing an offence and may be prosecuted. I may also lose any refund that would be paid for a returned permit and risk being excluded from the scheme in future, regardless of whether I meet the eligibility criteria.
- Neither I nor the vehicle holds another Resident Parking Permit for the Royal Borough of Kensington and Chelsea or any other local authority. I understand I may only hold one Resident Parking Permit for one car or van and one Resident Parking Permit for one motorcycle, in the Royal Borough of Kensington and Chelsea.
- I understand and accept that you may ask to visit my home or carry out further investigations, including contacting any relevant people, before or after issuing a permit to make sure I have given the correct address. If I refuse, I understand it is likely that you will not give me a permit or will withdraw my permit.
- I understand the personal information I provide will be handled by the Royal Borough of Kensington and Chelsea in line with the **Data Protection Act 1998**. It will be used to assess whether I qualify for a permit, and for processing and issuing a resident parking permit. This will include sharing my information for the purpose of on street parking enforcement or bailiff action. You will contact me (by mail, telephone or email) for the purpose of managing, evaluating and enhancing the service and as part of the Courtesy Call Service.
- I understand that you have to protect the public funds you handle, so you may use and share the information I have provided on this form with other bodies to prevent and detect fraud. I understand you will perform a search with a **credit reference agency** as described in part 17 of the guide **to verify my identity**. My information will not be used for any other purpose.
- I understand that if I pay for a resident permit and payment is subsequently reversed by the bank for any reason, the permit will be considered to be invalid and will be withdrawn.
- In certain circumstances, I may be required to produce further evidence to support my application. This may be in addition to any documentation described within this application form. This is in accordance with the Traffic Management Order 2012 No.32 (Part3, Section 3, Article 23 (2)).
- I understand that you will **withdraw** my permit and may **prosecute** me if any information I provide is found to be untrue or if I subsequently abuse the residents permit scheme as explained in part 16 of the guide. Consequently I may not be able to get another permit for at least 12 months and in serious cases I may be permanently excluded from the scheme. In addition the Council may decide to take legal action against me in accordance with Traffic Management Order 2012 No.32 (Part 3, Section 3, Article 23(5) and Article 23(6)).

You should keep these notes as you may need to refer to them in the future.